Creating A Local Voucher

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You will now create a local voucher. From the GovTrip home page, click on *Local Voucher* under Official Travel.

| Official Travel ▼ | Official Travel - Others ▼ | Traveler Setu | Administrative ▼ |

Authorizations/Orders
Vouchers
Local Vouchers
Group Authorizations/Orders

TRAVELER50

ARCTTRAINING

Org Access:

Group Access:

Permission:

Message Center

WELCOME TO GOVTRIP

My Signed Documents

Document Name	Current Status	Departure Date	Type
CTCHICAGOIL071105_A01	REJECT	07/11/05	AUTH
CTMIAMIFL071805_A01	AUTH 24 HOUR PASSED	07/18/05	AUTH
CTMIAMIFL071805_V01	SIGNED	07/18/05	VCH
CT250705_L01	SIGNED	07/25/05	LVCH
CTDALLASTX072505_A01	AUTH 24 HOUR PASSED	07/25/05	AUTH
CTDALLASTX072505_V01	ADJUSTED	07/25/05	VCH
CT260705_L01	SIGNED	07/26/05	LVCH
CT270705_L01	SIGNED	07/27/05	LVCH
CT280705_L01	SIGNED	07/28/05	LVCH
CT290705_L01	SIGNED	07/29/05	LVCH
CTAUSTINTX080105_A01	AUTH 24 HOUR PASSED	08/01/05	AUTH
CTAUSTINTX080105_V01	SIGNED	08/01/05	VCH

Logged In As: CHRIS TRAVELER50
Traveler Name: CHRIS TRAVELER50

Screen ID: 1001.4

Close Window

Document Type: Local Voucher

Help for this screen

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Local Vouchers

This is the local voucher home screen showing you a listing of all your local vouchers. Click *Create New Local Voucher* to start a new local voucher

Below is a list of your existing local vouchers. Please select the function (edit, print, etc.) corresponding to the appropriate local voucher.
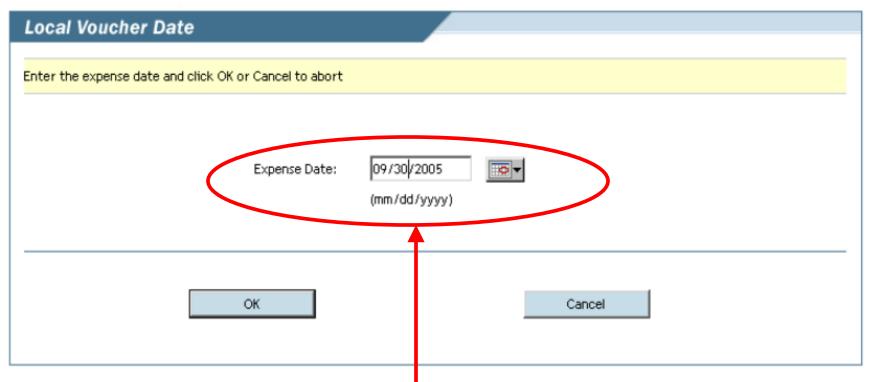
> **Create New Local Voucher**

Existing Local Vouchers

Sort by Document Name	Sorted by Begin Date	Sort by Status	View/Edit	Print	Remove
CT140505_L01	N/A	CREATED	> edit	> print	> remove
CT290705_L01	07/29/05	SIGNED	> view/edit	> print	
CT280705_L01	07/28/05	SIGNED	> view/edit	> print	
CT270705_L01	07/27/05	SIGNED	> view/edit	> print	
CT260705_L01	07/26/05	SIGNED	> view/edit	> print	
CT250705_L01	07/25/05	SIGNED	> view/edit	> print	

Logged In As: CHRIS TRAVELER50
Traveler Name: CHRIS TRAVELER50

Document Name: CTUNK030805
Document Type: Local Voucher

Screen ID: 1024.1

Close Window
Help for this screen

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Local Voucher Date

Enter the expense date and click OK or Cancel to abort

Expense Date: 09/30/2005

(mm/dd/yyyy)

OK   Cancel

In the expense date field, enter a date (this will be the document name). Since this is an example of a quarterly local voucher, make the date September 30, 2005. Then click *OK*.

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Non-Mileage Expenses

The local voucher will open up to the *Expenses* screen. Notice the Navigation Toolbar is condensed compared to the TDY voucher as there is no Itinerary or Travel section.

+| create an expense item from a government charge card transaction

Non-Mileage Expense #1

* Select Expense Type: [▼]
- OR - [   ]

* Cost: $ [   ]
* Method of Reimbursement [-- Please Select -- ▼]

* Date: [06/29/2005]
(mm/dd/yyyy)

Non-Mileage Expense #2

* Select Expense Type: [▼]
- OR - [   ]

* Cost: $ [   ]
* Method of Reimbursement [-- Please Select -- ▼]

* Date: [06/29/2005]
(mm/dd/yyyy)

Non-Mileage Expense #3

* Select Expense Type: [▼]
- OR - [   ]

* Cost: $ [   ]
* Method of Reimbursement [-- Please Select -- ▼]

* Date: [06/29/2005]
(mm/dd/yyyy)

Non-Mileage Expense #4

* Select Expense Type: [▼]

* Cost: $ [   ]

* Date: [06/29/2005]
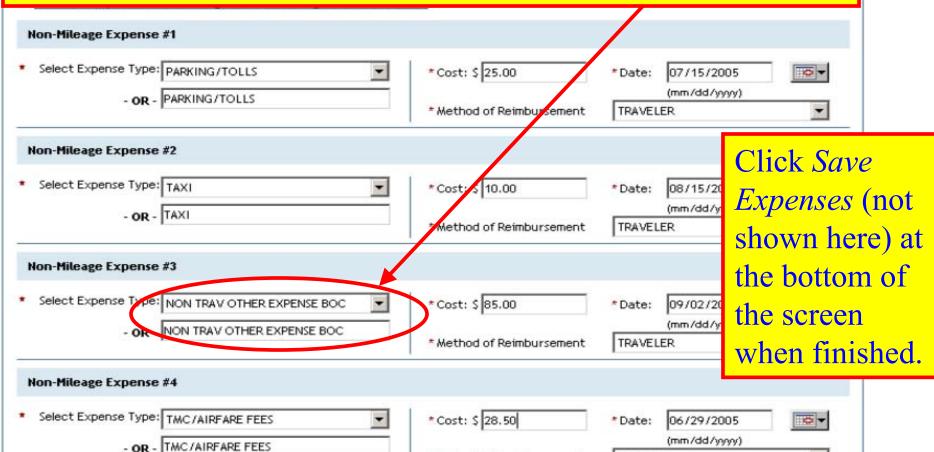(mm/dd/yyyy)

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Non-Mileage Expenses

You can start entering expenses by clicking the drop down, selecting the expense & entering the cost.

Reminder: TMC Fees are a reimbursable expense to the traveler when the transportation costs are charged to your Individual Government Travel Charge Card (IBA).

→| create an expense item from a government charge card transaction

Non-Mileage Expense #1

* Select Expense Type: [▼]

  - OR -

ATM FEE
HOTEL SERVICE FEE
NON TRAV OTHER EXPENSE BOC
NONTRAV 1231PROF LIAB INS
NONTRAV 2351TELECOM RENT
NONTRAV 2354WIRELESS COMM
NONTRAV 2524MISC SERVICES
NONTRAV 2529SECURING EVID
PARKING/TOLLS
PHONE
PUBLIC TRANSIT

* Cost: $ [   ]   * Date: [06/29/2005] [▼]
                          (mm/dd/yyyy)

* Method of Reimbursement   -- Please Select --   [▼]

Non-Mileage Expense

* Select Expense Type:

  - OR -

* Cost: $ [   ]   * Date: [06/29/2005] [▼]
                          (mm/dd/yyyy)

* Method of Reimbursement   -- Please Select --   [▼]

Non-Mileage Expense #3

* Select Expense Type: [▼]

  - OR - [   ]

* Cost: $ [   ]   * Date: [06/29/2005] [▼]
                          (mm/dd/yyyy)

* Method of Reimbursement   -- Please Select --   [▼]

Non-Mileage Expense #4

Non-Mileage Expenses

Please note that since you selected a non-travel expense, you will be required to enter the appropriate budget object class (BOC) in a comments section (under *Additional Options*)

Non-Mileage Expense #1

* Select Expense Type: PARKING/TOLLS
- OR - PARKING/TOLLS

* Cost: $ 25.00
* Method of Reimbursement   TRAVELER

* Date: 07/15/2005
(mm/dd/yyyy)

Non-Mileage Expense #2

* Select Expense Type: TAXI
- OR - TAXI

* Cost: $ 10.00
* Method of Reimbursement   TRAVELER

* Date: 08/15/20
(mm/dd/y

Click *Save Expenses* (not shown here) at the bottom of the screen when finished.

Non-Mileage Expense #3

* Select Expense Type: NON TRAV OTHER EXPENSE BOC
- OR - NON TRAV OTHER EXPENSE BOC

* Cost: $ 85.00
* Method of Reimbursement   TRAVELER

* Date: 09/02/20
(mm/dd/y

Non-Mileage Expense #4

* Select Expense Type: TMC/AIRFARE FEES
- OR - TMC/AIRFARE FEES

* Cost: $ 28.50
* Method of Reimbursement   GOVCC

* Date: 06/29/2005
(mm/dd/yyyy)

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Non-Mileage Expenses

If you have mileage expenses, you can enter that under the *Mileage* tab.

to save the expenses to the travel document.
Reminder: TMC Fees are a reimbursable expense to the traveler when the transportation costs are charged to your Individual Government Travel Charge Card (IBA).

↦ create an expense item from a government charge card transaction
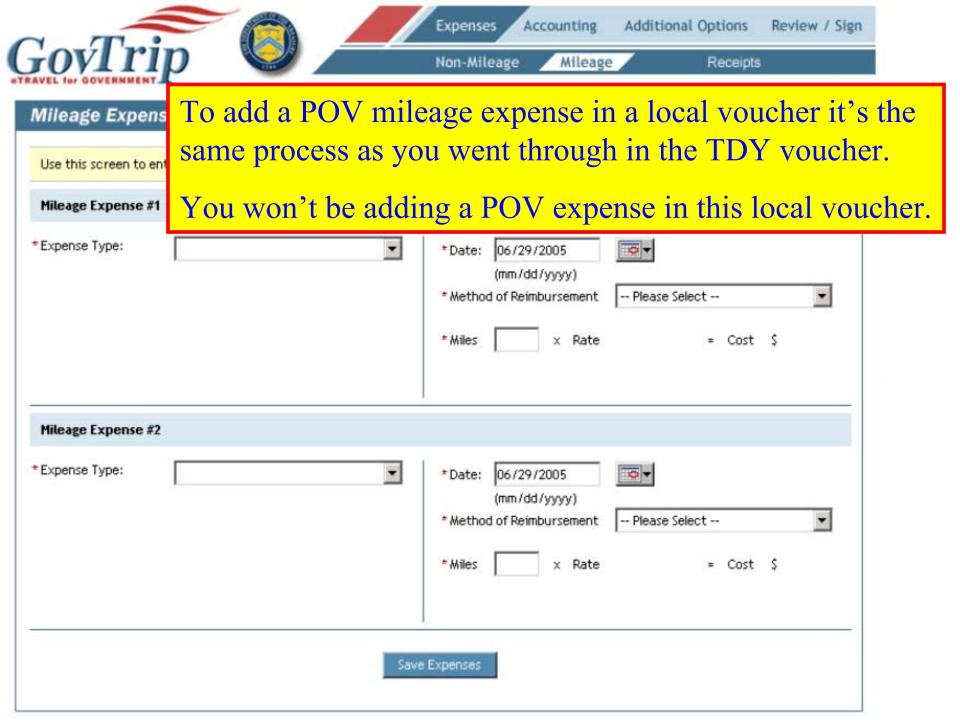
Add Expense

* Expense Type:

- OR -

* Cost: $

* Date: 06/29/2005
(mm/dd/yyyy)

* Method of Reimbursement: -- Please Select --

↦ view/edit expense details

Save Expense

Expenses Summary

Expense Type	Date	Cost	E/R
TMC/AIRFARE FEES	06/29/05	$28.50	Edit Remove
PARKING/TOLLS	07/15/05	$25.00	Edit Remove
TAXI	08/15/05	$10.00	Edit Remove
NON TRAV OTHER EXPENSE BOC	09/02/05	$85.00	Edit Remove
Total Expenses:		$148.50	

The expenses are now saved & listed on the right side of the screen.

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Mileage Expens

Use this screen to ent

Mileage Expense #1

> To add a POV mileage expense in a local voucher it's the same process as you went through in the TDY voucher.
>
> You won't be adding a POV expense in this local voucher.

* Expense Type: [▼]   * Date: 06/29/2005 [📅▼]
(mm/dd/yyyy)
* Method of Reimbursement [-- Please Select -- ▼]
* Miles [ ] x Rate   = Cost $

Mileage Expense #2

* Expense Type: [▼]   * Date: 06/29/2005 [📅▼]
(mm/dd/yyyy)
* Method of Reimbursement [-- Please Select -- ▼]
* Miles [ ] x Rate   = Cost $

[Save Expenses]

Receipts

By clicking on the *Receipts* tab, you have the capability of attaching receipts in a local voucher just as you did in the TDY voucher.

Get **Acrobat Reader** You must have the free Adobe Acrobat Reader program installed on your computer to view receipts. Download the Adobe Acrobat Reader program.

> Print Fax Cover Sheet

> Upload Scanned Receipts [   ]   Browse...   Upload

Currently there are no Receipts on file for this Voucher.

Date	Notes	View	Remove

Refresh

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Accounting Codes

Select the appropriate accounting code for this trip. If there are multiple accounting codes that are required for this trip, please select all that apply.

Start Date: 29-Jun-05   › Find Accounting Label

End Date: 30-Sep-05

Accounting Label: ---Select---   ▼   From **GTARCTTRAINING**

```
---Select---                    ▲
05 1100000 F12
05 1100000 MGMT
```

Selected Accoun

```
05 1100000 ROLL
```

There are no acc ```05 1200000 EEO``` trip, please select from the
above list of labels ```05 1200000 F13```

```
05 1200000 F14
05 1300000 F27              ▼
```

Expenses Summary

No Accounting
Information
Available.

Next, you need to select the accounting. By clicking on the *Accounting* tab, you can select the accounting by using the drop down and clicking the appropriate accounting,

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Accounting Codes

Next, click on *Additional Options* from the Navigation Toolbar.

Start Date:	29-Jun-05	› Find Accounting Label
End Date:	30-Sep-05	
Accounting Label:	---Select---	From **GTARCTTRAINING**

Selected Accounting Code(s)

To remove an accounting code that does not apply to this trip, select the remove link corresponding to the accounting label to be removed.

Accounting Label	Organization	View/Edit Acctg Code	Remove
05 1200000 EEO	GTARCTTRAINING	› view	› remove

Expenses Summary

05 1200000 EEO	
COM REIMBUR :	$28.50
LOC TRAVEL :	$35.00
NONTRAVEL :	$85.00

05 1200000 EEO Sub Total:	$148.50
Calculated Trip Cost:	$148.50

The accounting should now be selected with the costs listed by expense category to the right of the screen.

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Comments for Local Voucher

Add comments below to the Approving Official.

Comments for Local Voucher:

The first screen under additional options is a comments screen (no charge for comments entered here).

If you claimed a non-travel expense, you must place the appropriate budget object class (BOC) the expense should be charged to.

This is also for any other comments you would like your approving official to see.

Save Comments and Proceed to Payment Totals

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Comments for Local Voucher

Add comments below to the Approving Official.

Comments for Local Voucher:

Charge non-travel expense to BOC 5462.

TMC Fee for trip cancelled in July.

Once you have the comments entered, click *Save Comments and Proceed to Payment Totals*

[Save Comments and Proceed to Payment Totals]

Payment Totals

Following is the calculated totals for the voucher - Local Voucher Payment Totals.

Amount Claimed

Total Expenses:	$ 148.50
Non-Reimbursement Expenses:	$ 0.00
Total Amount Claimed:	$ 148.50

Government Charge Card Amount

Expenses on Gov't Charge Card:	$ 28.50
Gov't Charge Card ATM Advance:	$ 0.00
Add'l Gov't Charge Card Payment:	$ 0.00 > Calculate
Total Gov't Charge Card Amount:	$ 28.50

Payment Distribution

Pay to Gov't Charge Card:	$ 28.50
Pay to Traveler:	$ 120.00
Total Payment:	$ 120.00

You also have the ability of editing your profile information by clicking on *Profile*. Go ahead and click on *Review/Sign*.

The payment Totals screen is identical to the TDY voucher. You can allocate disbursements to both your bank account and government credit card.

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Preview Trip

Review the details for this trip below.

Expenses

Non-Mileage:

	Number	Expense Type	Date	Cost	Method of Reimbursement
Edit	1.	TMC/AIRFARE FEES	06/29/05	$28.50	GOVCC
	2.	TAV Fee -I	06/29/05	$12.50	GOVCC
Edit	3.	PARKING/TOLLS	07/15/05	$25.00	TRAVELER
Edit	4.	TAXI	08/15/05	$10.00	TRAVELER
Edit	5.	NON TRAV OTHER EXPENSE BOC	09/02/05	$85.00	TRAVELER
			Total:	$161.00	

Mileage:

Number	Expense Type	Date	Cost	Method of Reimbursement	Miles

Total: $0.00

Accounting Summary

Accounting Code: 05 1200000 EEO   Edit

COM REIMBUR:	$28.50
LOC TRAVEL:	$35.00
NONTRAVEL:	$85.00
TAV EXP -I:	$12.50

Review all of your expenses, accounting and comments. Now scroll to the bottom of the screen and click *Save And Proceed To Pre-Audit* (not shown here).
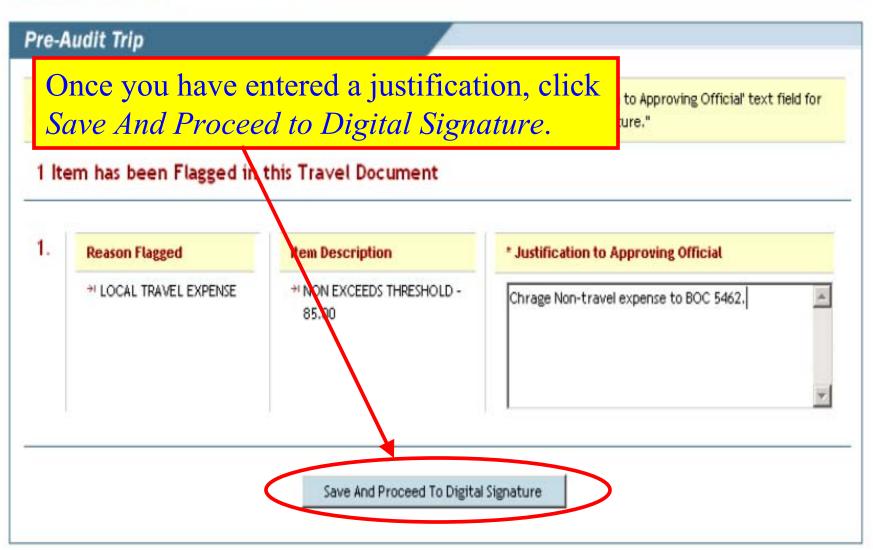
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Pre-Audit

Below are a[n]
flagged item[s]

1 Item h[a]

If a pre-audit fail exists in a local voucher, you will be taken to the pre-audit screen to enter a justification for the fails. This local voucher has an audit fail due to a non-travel expense being claimed. In this case, you just need to enter the BOC that the expense needs charged to as the justification.

1.

Reason Flagged	Item Description	* Justification to Approving Official
⇥ LOCAL TRAVEL EXPENSE	⇥ NON EXCEEDS THRESHOLD - 85.00	

Save And Proceed To Digital Signature

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Pre-Audit Trip

Once you have entered a justification, click *Save And Proceed to Digital Signature.*

to Approving Official' text field for
ure."

1 Item has been Flagged in this Travel Document

1.	**Reason Flagged**	**Item Description**	*** Justification to Approving Official**
	⇥ LOCAL TRAVEL EXPENSE	⇥ NON EXCEEDS THRESHOLD - 85.00	Chrage Non-travel expense to BOC 5462.

Save And Proceed To Digital Signature

Logged In As: CHRIS TRAVELER50
Traveler Name: CHRIS TRAVELER50

Document Name: CT300905_L01
Document Type: Local Voucher
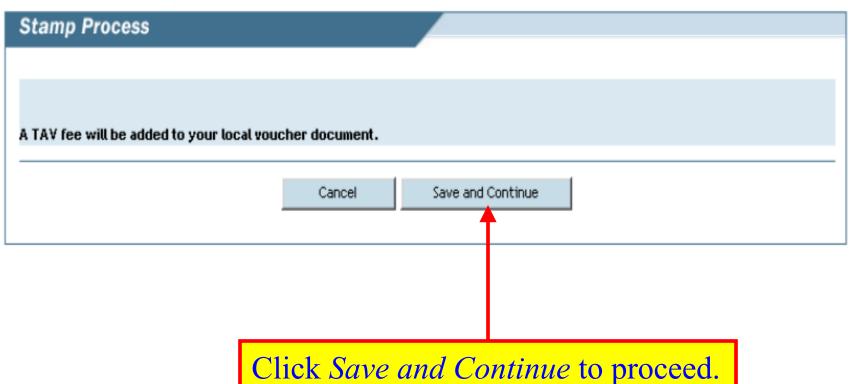
Screen ID: 1152.1

Close Window
Help for this screen

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Confirmation

You are Stamping this document SIGNED.

By accepting you are legally signing this document.

Accept   Cancel

Click *Accept* to proceed.

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Stamp Process

A TAV fee will be added to your local voucher document.

Cancel   Save and Continue

Click *Save and Continue* to proceed.

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> The local voucher is now in a SIGNED status awaiting the next step in the electronic routing process i.e. reviewer, approver, etc.

Local Vouchers

Below is a list of your exis...

> **Create New Local Voucher**

Existing Local Vouchers

Sort by Document Name	Sorted by Begin Date	Sort by Status	View/Edit	Print	Remove
CT140505_L01	N/A	CREATED	> edit	> print	> remove
CT290705_L01	07/29/05	SIGNED	> view/edit	> print	
CT280705_L01	07/28/05	SIGNED	> view/edit	> print	
CT270705_L01	07/27/05	SIGNED	> view/edit	> print	
CT260705_L01	07/26/05	SIGNED	> view/edit	> print	
CT250705_L01	07/25/05	SIGNED	> view/edit	> print	
CT2/075_L01	07/02/05	SIGNED	> view/edit	> print	
CT300905_L01	06/29/05	SIGNED	> view/edit	> print	